



## **Building Safety Office**

### **Design Professional's Electronic Seal and Signature Requirements**

The submission of electronic documents and the electronic seal and signature affixed to such documents is governed by Public Act 305 of 2000 (MCL 450.831 – MCL 450.849) and Public Act 299 of 1980 (MCL 339.2007).

The Building Safety Office (BSO), upon receipt of a properly completed **Design Professional Electronic Plan Review Registration** form, will provide a Web PIN number and a link to the web portal to begin the online registration process.

The Design Professional will then access the City of Lansing's web portal and set up his or her account. Once they have created their account they will link to their contractor record in the database with the Web PIN number provided. The user-created password constitutes the security procedure as defined in PA 305 of 2000 and should be protected by the user in the same manner as his or her physical seal.

The subsequent use of the user name and user-created password will constitute the electronic seal and signature of the Design Professional when conducting business with the BSO. If the Design Professional has reason to believe that his or her password has been compromised, please contact the BSO immediately.

Please contact the BSO at 517-483-4155 or [buildingsafety@lansingmi.gov](mailto:buildingsafety@lansingmi.gov) with any questions.



**Building Safety Office**

**Design Professional  
Electronic Plan Review  
Registration**

Please complete the following (all information is REQUIRED):

Firm Name: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Business Mailing Address:

Street: \_\_\_\_\_

Suite: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please affix a wet ink seal and original signature in non black ink below:

Please submit a scanned copy of this document to [buildingsafety@lansingmi.gov](mailto:buildingsafety@lansingmi.gov) and the original hard copy to; Building Safety Office, Attention Plan Review, 316 N. Capitol Suite C-1, Lansing, MI, 48933

# Electronic Plan Review Document Submittal Recommendations

Please use the following instructions to prepare your documents for electronic plan check. Note that Plans have different submittal recommendations than supporting documents/attachments. All PDF files must be under 195 MB in size. Filenames should not exceed 100 characters in length.

## A. SUBMITTING PLANS AND PLAN SETS

**Creating PDF's:** Each 'Plan' (or 'Plan set') must be saved as a flattened PDF. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the Save As/Flattened PDF option available in your PDF editor to create a flattened PDF. Saving PDF's with bookmarks is helpful and encouraged.

### Naming Plan Sets:

1. For small plan review projects, where the page count is under 25 pages, creating a single PDF document is acceptable. The file name should be unique and descriptive of the project itself.

| <i>Small Project Filename Recommendations</i> |
|---|
| Smith Family Solar Panel Plans.pdf            |
| 123 Main St Remodel Plans.pdf                 |

2. For larger projects, we recommend grouping and submitting plans in smaller sets to facilitate the electronic plan review.

One way to accomplish this is to prefix each filename with an industry standard discipline code (see the Discipline Code Chart below). Choose the appropriate discipline code and insert an *underscore* character ( \_ ) between this code and the filename, as shown in these examples.

| <i>Discipline Code</i> | <i>Separator</i> | <i>Submitted Filenames w/ Discipline Code</i> |
|------------------------|------------------|---|
| S                      | _                | S_Floor Plans.pdf                             |
| P                      | _                | P_HVAC Plans.pdf                              |
| F                      | _                | F_Sprinkler Diagram Plans.pdf                 |

If you choose not to use Discipline codes, please ensure that the filenames are *descriptive* and *unique*. This will assist the plan review staff with distributing the documents.

### DISCIPLINE CODE CHART

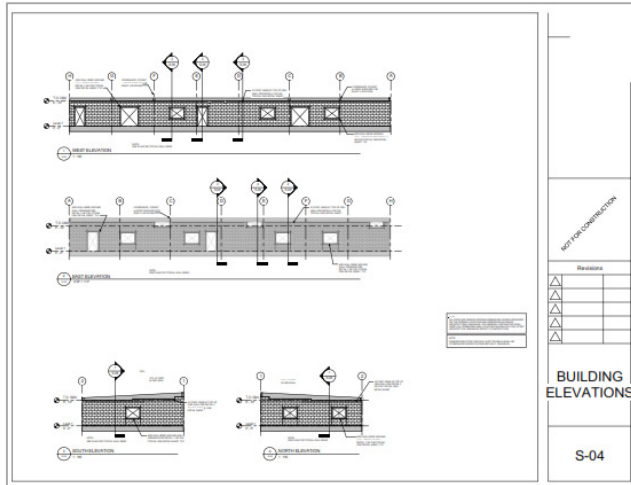
A – Architectural  
B – Geotechnical  
C – Civil  
D – Process  
E – Electrical  
F – Fire Protection  
G – General  
H – Hazardous Material  
I – Interiors  
J – Justice / Detention  
K – Food Service  
L – Landscape

M – Mechanical  
O – Operations  
P – Plumbing  
Q – Equipment  
S – Structural  
T – Telecommunication  
U – Railway  
V – Survey / Mapping  
W – Civil Works  
X – TITLE 24 / Other Disciplines  
Y – Security  
Z – Contractors / Shop Drawings

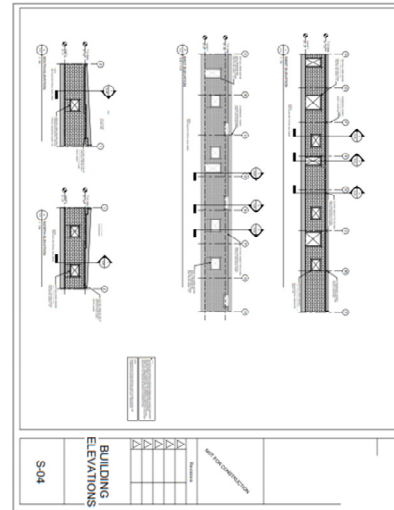
## SUBMITTING PLANS AND PLAN SETS *cont.*

### ▪ Page Orientation and Alignment

1. Pages must all be properly oriented, meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay review.



**CORRECT**



**NOT CORRECT**

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically.
  - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved at 'full size' and 'to-scale' to ensure proper measuring of lines and areas electronically.
4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not acceptable.
5. Do not submit password protected or locked PDF documents.
6. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.
  - After scanning a document, open it in a PDF program and select *File/Save As*.
  - Ensure the file name meets the naming recommendations noted above.

## B. Naming SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not CAD plans. These may include Soils Reports, Specifications, Calculations, images, etc. These must also be submitted in **PDF format with a unique, descriptive filename**.

## C. Submitting REVISIONS/CORRECTED/UPDATED DOCUMENTS

1. Revised files are typically one of two types: (1) required resubmittals, or (2) revisions to previously approved documents. Each has different file naming recommendations, as noted below.
  - A. *For required resubmittals:* **Use the EXACT same filename as the original submittal.** Do not change the filename when submitting a new 'version' of your plans or supporting documents – the system tracks versioning automatically. See the chart below.
  - B. *For revisions to previously approved documents:* **Provide a revised file name** instead of using the exact same filename as the originally submitted files. If resubmittals are required, continue to use this revised file name for subsequent resubmittals. See the chart below.
2. Do not reorder, extract or insert pages in the middle of your corrected plan sets. For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same page order.
3. **For required resubmittals, rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.**
4. If submitting *new (additional)* plans, plan sets or supplemental documents:
  - A. Revised/corrected plans must be submitted in the same page order as the previous submittal.
  - B. Place new pages at the end of the corrected plan set document. **Do not** place new pages in the middle or beginning of the document. Do not reorder pages within the document.

The chart below shows the addition of two pages to the *F\_Sprinkler Diagrams.pdf*, with the added pages placed at the end of the set, as page 4-5.

| 1 <sup>st</sup> Submittal Filename (Original) | Pages | 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc. Required Resubmittal Filename | Pages |
|---|-------|--|-------|
| S_Floor Plans.pdf                             | 10    | S_Floor Plans.pdf  | 10    |
| F_Sprinkler Diagrams.pdf                      | 3     | F_Sprinkler Diagrams.pdf   | 5     |
| 3 <sup>rd</sup> Submittal Filename (Approved) | Pages | Revision to Previously Approved File (New Review)                      | Pages |
| S_Floor Plans.pdf                             | 10    | S_Floor Plans <b>REV</b> .pdf  | 10    |

Removing Pages: If pages need to be removed from the plan set, instead of excluding/deleting them, place a 'slash' across those pages in CAD, *mark them as 'Omit' and include the date they were omitted.*

### Why is this important?

Resubmitting plans with the pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.